

5 MAR 1971

MEMORANDUM FOR: Executive Director-Comptroller

**SUBJECT : National Civil Service League Career Service
Award -- Dr. R. Jack Smith**

1. I want to request your assistance in publicizing and encouraging attendance at the dinner honoring Dr. R. Jack Smith on 23 April 1971.

2. While the National Civil Service League (NCSL) has not established attendance quotas, it has urged that a real effort be made to ensure a sizeable turnout. In similarly honoring Mr. Houston last year, 120 Agency employees and guests attended the awards banquet. It is hoped that we can maintain such participation this year and it is my firm belief that discussions at your staff meetings will give us the support needed.

3. The following basic facts are provided for your information:

a. A dinner honoring the winners of the NCSL Career Service Awards will take place at 7:30 p.m. Friday, 23 April 1971, at the Washington Hilton Hotel.

b. The dinner will be preceded by a reception and cash bar at 6:30 p.m.

c. The cost for government employees and their family members is \$15 per ticket. Non-government persons will be charged \$25 per ticket.

d. Reservations may be made for individual seating as well as tables for ten. Internal deadline for reservations is 9 April 1971.

e. Dress for the occasion is semi-formal -- business suits for the men, cocktail dresses for the women.

4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for the Office of the Director with Mr. [REDACTED], Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 8 March 1971 at which time [REDACTED] will discuss with him the various procedures to be followed.

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5. I am certain I can count on your support to ensure Dr. Smith is honored in a manner he justly deserves.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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